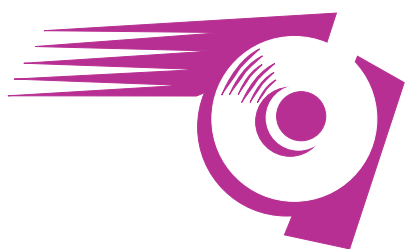


How The United States Government Printing Office Makes It Happen With CD-ROM

In 1988, the Government Printing Office (GPO) produced its first CD-ROM (Compact Disc—Read Only Memory), shortly after the 1985 Philips/Sony Company agreements. One of the earliest Federal CD-ROM publishers was the Environmental Protection Agency (EPA), using GPO services to produce its Toxic Release Inventory. Using the latest technology to write an ISO 9660 standard image tape for the replicator, GPO personnel prepared the database for pre-mastering.

The Department of Defense (DOD) was



also an early CD-ROM publisher, using GPO services for its Hazardous Materials Information System (HMIS) data.

DURING THE LAST 6 YEARS, CD-ROM services at GPO have grown, as general use of the medium has increased within Government and in private industry. The medium becomes increasingly popular with each technology and software improvement.

Agencies such as Social Security Administration, Department of the Army, and Occupational Safety and Health Administration have discovered the practicality of offering CD-ROM as another host source for their publications. The Congress is also increasing its use of this medium. These organizations have been using GPO for their premastering needs. Many discs are currently in various stages of production at GPO. Many more Federal publishers are considering the CD-ROM option. GPO data development and disc replication services continue to meet the needs of Federal publishers.

Following is a guide to services and products available to all our customers and a roadmap for who does what within GPO.

CD-ROM, GRAPHIC ARTS, PRINTING, AND BINDING—Customer Services is the gateway to the full range of services offered by GPO to Legislative, Executive, and Judicial Branches. GPO Customer Services staff in the Electronic Publishing Management Section (EPMS) can assist by assessing your needs, offering advice, coordinating, and fulfilling your CD-ROM publishing requirements. The EPMS telephone number is (202) 512-1257.



FORMAT CHOICES, USER EXPECTATIONS, DISSEMINATION—The Office of Electronic Information Dissemination Services (OEIDS) offers support for installation and execution of sample searches, format choices, help in determining user expectations, and probable usages of CD-ROM. OEIDS complements the production support offered by Customer Services.

OEIDS assists agencies contemplating dissemination of electronic information products to the public. OEIDS can help you fulfill your responsibility for information dissemination through the Federal Depository Library Program. Through the Superintendent of Documents Sales Program and Library Programs Service, OEIDS offers agencies very wide public dissemination at no cost to the agencies.

/INSTITUTE FOR FEDERAL PRINTING AND PUBLISHING (IFPP)

—If you like to look before you leap, take a look at IFPP training classes. Several agencies now publishing on CD-ROMs found the IFPP “CD-ROM Publication” class helpful in understanding the process and CD-ROM applications. Federal entities have sent well over 400 people to the 2-day class over the past 2 years. Topics range from general information through software retrieval demonstrations to accessibility of information for the handicapped.

A companion class, “Full-Text Coding for Electronic Manuscript Using SGML”

(Standardized General Markup Language, a vendor independent standard for structuring

documents) will soon be offered, and classes in other subjects are available as well.



DATA PREPARATION, PREMASTERING, WRITE-ONCE

DISC—Any technology is only as good as the people who use it. GPO's Graphic Systems Development Division (GSDD) has been involved in many phases of the production of CD-ROMs since 1988. Data preparation, premastering, document formatting, and preparation of data in ISO 9660 format for shipment to the manufacturer are all achieved by the experienced people in GSDD.

If you need a prototype for testing and evaluation, GSDD can develop a write-once CD-ROM for you. GPO has four software retrieval programs with fixed license fees, which may meet your search and retrieval needs, or if you need another search package, they can help you with that, too.

TYPOGRAPHY AND

DESIGN (T&D)—The Typography and Design Division (T&D) provides professional graphic design, original illustration, composition services, photography, and video production to our many customers within the Federal sector—all with free initial consultation. “Creativity on Demand” most accurately describes our design and technical support staff. Our graphic designers and typographers can assist in meeting your publication and creativity requirements. State-of-the-art computer-generated graphics, typographic compilation, or technical assistance with pre- and post-production are all available to meet your needs.



T&D assists CD-ROM customers with design and production of disc labels, inlay cards, and jewel-box booklets.

CONTRACTS FOR CD-ROM SERVICES FROM COMMERCIAL SOURCES

—The Printing Procurement Department contracts with commercial sources for CD-ROM requirements including premastering, mastering, replication, and distribution. Contracts can be awarded for one-time requirements. For continuing requirements, a term contract may be appropriate.

Department specialists write technical specifications, maintain a master supplier list, review contractor capabilities, monitor contractor performance, and provide other contract services as necessary.

QUALITY ASSURANCE PROGRAM—

In 1979, the GPO instituted what is now a nationally recognized program for assuring



the quality of procured materials. Since becoming involved in electronic publishing, GPO has developed the

technical capability needed to implement a complete, cost-effective quality system for the CD-ROM medium.

GPO staff are active participants in Government and private industry efforts to address current concerns regarding special production requirements, methodology for disc evaluation, test equipment, and packaging. GPO has also recently upgraded its temperature/humidity test chambers to provide for environmental testing of CD-ROMs.

PROMOTING ELECTRONIC INFORMATION PRODUCTS—

The Marketing Office helps electronic information products reach their customers. Working closely with Federal publishers and with the Office of Electronic Information Dissemination Services, Marketing Office staffers develop and distribute various types of product promotional materials. These targeted materials concisely tell customers what they need to know about each product and how to order the product. Marketing amplifies the effect of key promotional materials—the multiplier effect—by cooperating with Federal publishers, the media, and private organizations, in the distribution and publicizing of materials.

A POTENTIAL OUTLET FOR YOUR ELECTRONIC INFORMATION

The Federal Depository Library Program (FDLP) has been lauded as one of the best information deals in Government. With nearly 1,400 libraries in the United States and its territories, the FDLP is an excellent outlet for electronic information products. Over 60 percent of the depository libraries are in academic institutions, including law schools; 20 percent are public libraries; and the others are Federal, State, or special libraries.

Don't overlook the FDLP as one of the most effective ways to reach a wide audience. All formats—paper, microfiche, maps, and now CD-ROMs and other electronic deliverables—are being made available to library patrons.



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**CALL THE ELECTRONIC PUBLISHING
MANAGEMENT SECTION (EPMS)** for in-
formation on data development, disc repli-
cation, and other services listed above. The
EPMS telephone number is (202) 512-1257.

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